



## Documents needed to determine eligibility of Down Payment Assistance

Date/Time of Appointment: \_\_\_\_\_ With: \_\_\_\_\_

**Your appointment is located at Family Housing Resources  
1700 E. Fort Lowell Rd., Suite 101, Tucson, AZ 85719  
(520) 318-0993 (520) 323-3788 fax**

- ☀ **Most recent and concurrent pay stubs (4 pay stubs if paid every other week or semi-monthly and 8 pay stubs if paid weekly)** for everyone in the household 18 and over, even if they are not going to be on the loan.
- ☀ **Proof of Income** for any other income in the household which may include child support (judgment and print out from courts), social security award letters, unemployment, workman's comp, etc.)
- ☀ **1 months most recent statements** for all accounts – checking, savings, 401(K), pensions, investments, stocks, bonds, life insurance with cash value prior to death, lump-sum receipts or settlements.
- ☀ **Picture Id** for everyone living in the home who is 18 yrs old and over.
- ☀ **Birth Certificates** for all household members under 18. If you do not have Birth Certificates you can order them thru the office of Vital Records at the Health Department in your County
- ☀ **Social Security Cards** for everyone in the household. If you do not have a social security card you must apply for one at the Social Security Office.
- ☀ **Income Tax Returns for** the most recent year including W-2(s), 1099's, 1098,s etc.. Self-employed borrowers are required to bring the most recent 2 years of returns and 1099. If not available, call the IRS for Transcripts at 1-800-829-1040.
- ☀ **Household Budget.** You can use the attached budget form to list your current expenses.
- ☀ **Credit Report.** Obtain a copy of your credit report from your lender or bring \$15.00 (check or money order only) per person to your appointment so FHR can order your report.

### **IMPORTANT**

Please have these documents ready for the day of your Eligibility Appointment with Family Housing Resources.. **If you do not have all of these documents please call to reschedule your appointment.** These verification documents are required in order to process your assistance in a timely manner. Save your pay stubs and bank statements - you may need to provide updated versions before you close.